

TITLE: CHIEF FINANCIAL OFFICER
DEPARTMENT: MAYOR'S OFFICE

FUNCTION: Responsible for the overall budgetary and financial administration of the City.

SUPERVISION RECEIVED: Works under the general direction of the Mayor.

SUPERVISION EXERCISED: Exercises supervision over all finance staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Coordinates and supervises all financial services and activities.

Develops and maintains uniform systems for all financial planning and operations in all departments, boards, commissions, agencies or other units of City government.

Implements and maintains uniform budget guidelines and procedures, including providing direction and assistance in the development and preparation of all departmental and other budgets and spending plans in accordance with DOR regulations

Monitors the expenditure of all funds, including periodic reporting by or to the appropriate body, agency or officer of the status of accounts, including the continuing review of the spending plan for each department or activity of the City.

Reviews all proposed contracts and obligations with a term or impact in excess of one year.

Supervises the allotment of funds on a periodic basis.

Reviews, compiles and recommends all department budgets, the budgets or spending plans for all other activities of the City, requests for supplemental appropriations, and requests for transfers, revenue or appropriations prior to submission to the Mayor and City Council.

Manages relationships with outside financial agencies, including bond rating agencies and Security and Exchange Commission (SEC) filing requirements.

Oversees debt; makes presentations to allow for successful sale.

Analyzes and recommends all Capital Spending in accordance with City Ordinances.

Advises and recommends to the Mayor and City Council with respect to procurement contract strategy and structure for long-term contracts for water and sewer utilities/operations, and negotiates terms and conditions.

Reviews and makes recommendations for all proposed Tax Increment Financing Agreement and Special Tax Assessments for potential certified projects in Economic Opportunity Area.
Provides assistance in any and all matters related to municipal financial affairs.

The Chief Financial Officer submits to the Mayor and City Council a written certification that it is his/her professional opinion, after an evaluation of all pertinent financial information reasonably available, the City's financial resources and revenues are and will continue to be adequate to support any proposed expenditure or obligation without a detrimental impact on the continuous provision of the existing level of municipal services; said written certification to be provided in the following instances:

- a. for each and every proposed appropriation,
- b. for any City Council vote necessary to effectuate a financial action,
- c. each transfer or revenue or appropriation,
- d. for all collective bargaining agreements,
- e. any ordinance revision or special legislation which may require the expenditure of funds or otherwise financially obligate the City for a period in excess of year, and
- f. any vote to authorize a borrowing pursuant to a provision of law.

QUALIFICATIONS: Five years' experience in a senior management role, with CPA designation and/or Master's degree in Accounting, Finance or Business. Up-to-date knowledge of current financial and accounting computer applications. Excellent verbal, analytical, organizational and written skills; or any equivalent combination of education and experience.

PHYSICAL AND ENVIRONMENTAL FACTORS: Ability to access, input and retrieve information from computer. Answers telephones and maintains multiple files. May require lifting of up to twenty pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. General office environment with air conditioning and fluorescent lighting. Requires attendance at off-site meetings. Noise level can be high as the office is active with phone calls and walk-in constituents.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

RESIDENCY REQUIREMENT: New Bedford has a residency requirement. This requirement may be waived for qualified candidates.